

**SUMTER COUNTY BOARD OF COMMISSIONERS**  
**EXECUTIVE SUMMARY**

**SUBJECT:** Change Order Request to Purchase Order No. 54690 (Staff recommends approval).  
**REQUESTED ACTION:** Approve change to increase total by \$29,375.00

☐ Work Session (Report Only)    **DATE OF MEETING:** 9/27/11  
☒ Regular Meeting                      ☐ Special Meeting

**CONTRACT:** ☒ N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_                                      Termination Date: \_\_\_\_\_  
Managing Division / Dept: Financial Services

**BUDGET IMPACT:** \$29,375.00  
☐ Annual                      **FUNDING SOURCE:** Capital Outlay Reserve Fund  
☐ Capital                      **EXPENDITURE ACCOUNT:** Animal Control  
☐ N/A

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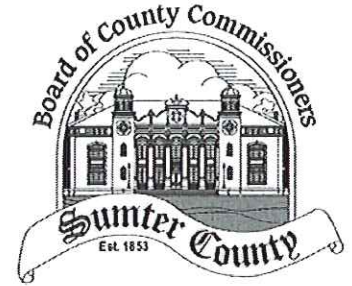
**HISTORY/FACTS/ISSUES:**

Purchase Order #54690 (Architecture Studio) increase request by \$29,375.00 to cover the additional design services for the Animal Control Barn, Pasture, and the Euthanasia Facility for the proposed CDA Fee Collection and Animal Control Administration Building.

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# Exhibit A

## CHANGE ORDER REQUEST FORM



PO Number 54690  
 Vendor Architecture Studio  
 Original PO Amount \$86,804.00  
 Current PO Amount (including any Change Orders) \$86,804.00  
 Net Change Amount (-/+) \$29,375.00

PLEASE CHANGE THE FOLLOWING ITEMS						
Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code

PLEASE ADD THE FOLLOWING ITEMS					
Item	Account	Description	Quantity	Unit Price	Amount

Cancel Entire Purchase Order ☐

Original Requestor's Signature \_\_\_\_\_

Cancel Item Numbers \_\_\_\_\_

Reason/Justification/Special Instructions:

This is an increase in funds for the proposed CDA Fee Collection and Animal Control Administration Building to cover additional design services for the Animal Control Barn and Pasture, \$18,375 and the Euthanasia Facility, \$11,000. Account 305-200-562-6509.

Signature/Approvals

Department Head

Date

Division Director

09-06-2011

Date

Financial Services Dept.

Date

County Administrator

Date

Revised: 7/27/11

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

March 2, 2011

Architecture Studio, Inc  
114 S Magnolia Ave  
Ocala FL 34471

DATE

DEPT Facilities Development

BY

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
305-200-562-6509 001-100-519-3400			Professional Design Services for the Proposed CDA Fee Collection and Animal Control Administration Building  Quote attached Vendor is on contract to provide on-call services Contract period Sept 11, 2007 to Sept 10, 2011  Copy to Architecture Studio Inc.	86,804.00	86,804.00
TERMS:				TOTAL	86,804.00

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO:

AUTHORIZED BY:

NOTE: ONLY ORIGINAL INVOICES

ALL BE CONSIDERED FOR PAYMENT

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS  
WHITE COPY - TO VENDOR  
CANARY COPY - TO DEPARTMENT HEAD  
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF  
THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY:

DATE:

OFFICER OR DEPT. HEAD

- MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
- PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
- EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
- THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL  
EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

July 06, 2011

[douglas.conway@sumtercountyfl.gov](mailto:douglas.conway@sumtercountyfl.gov)

Sumter County Board of Commissioners  
Attn: Doug Conway  
910 North Main Street  
Bushnell, FL 33513



Re: Additional Services for:  
Animal Control Building – Additional Services for inclusion of Barn & Pasture

**Architecture Studio, Inc.** shall provide construction documents for the above mentioned project. We shall also coordinate meetings with the consultants and Sumter County Owner's team and the selected general contractors. Base services include; Architectural, Structural, Electrical, Civil, Surveying, Geo-technical, Environmental and Landscape Architecture. The Owner will determine its team members and we will notify team leader of meetings, etc. The scope of work and contract documents to be considered for this project includes the following tasks:

### SCOPE OF SERVICES:

#### Task 5 & 6 – Programming Review and Evaluation Phase

Coordinate with Sumter County Officials and selected Owner's team to review proposed space needs. We will review the existing program to verify if it is current, and if it includes all users.

TASK 5 Programming Review and Evaluation Phase	
Review Animal Control requirements for the Barn and Pasture Area	
Develop evaluation plan study for team review. The proposed building is pre programmed to be approximately 1,440 sq. ft.	
<b>Task 5</b>	<b>Fee \$1,500</b>

TASK 6 Civil Engineering and Survey Services	
Civil Engineering	
Includes \$750.00 Storm water management Application Fee	<b>Fee \$2,200</b>
Survey Services – Furnished by Owner	<b>Fee N/A</b>

The LEED Green Building Rating System is the nationally accepted benchmark for the design, construction, & operation of high performance green buildings.





<b>Total Task 6</b>	<b>Total</b>	<b>\$2,200</b>
<b>TASK 7 Construction Documents</b>		
Schematic Design – Conceptual floor plans and establish scope of work		
Design Development – Floor plan with develop details, update project estimate to determine that the project is within project budget.		
Construction Documents – Prepare permit documents		
Bidding or Negotiation Activities – Prepare bid document, participate in pre-bid conference, evaluate proposals.		
Construction Contract Administration – To include but not limited to review: RFI's (Request for Information), shop drawings, submittals, change orders, supplemental instructions, field observations, certification of payment and project close-out		
Fee shall be based on a percentage of construction cost, based on the State of Florida Department of Management Services (DMS), and A/E Fee Guide Calculator.		
<b>Task 7 - Using attached DMS Fee Calculator Complexity Group "E" less than average total complexity (7.87%)</b>	<b>Fee</b>	<b>\$7,875</b>

<b>TASK 8 Extended Electrical Services</b>	
Provide additional Electrical Design for the Barn interior and building perimeter. Site Lighting and Load Center is covered under Task 4 of basic services.	
<b>Task 8</b>	<b>Fee \$3,500</b>

<b>Reimbursables</b>	
Architectural and Engineering	\$1000
Civil Engineering	\$750
Environmental	\$550
Landscape Architectural	N/A
Geotechnical Services	\$1000
<b>Total Reimbursables</b>	<b>Total Fee \$3,300</b>

<b>Summary</b>	
Task 5 – Programming Review Evaluation Phase	\$1,500
Task 6 – Civil Engineering and Survey Services	\$2,200
Task 7 – Construction Documents	\$7,875
Task 8 – Extended Services	\$3,500
Reimbursables	\$3,300
<b>Total</b>	<b>Total Fee \$18,375</b>

Attachments: The State of Florida, Department of Management Services Fee Guide Calculator. Thank you for your consideration.

Sincerely,



Joseph Rispoli, AIA, AR95439

August 8, 2011

[douglas.conway@sumtercountyfl.gov](mailto:douglas.conway@sumtercountyfl.gov)

Sumter County Board of Commissioners  
Attn: Doug Conway  
910 North Main Street  
Bushnell, FL 33513

Re: Sumter County Animal Control Euthanasia Facility

**Architecture Studio, Inc.** shall provide construction documents for the above mentioned project. We shall also coordinate meetings with the consultants and Sumter County Owner's team and the selected general contractors. Base services include; Architectural, Structural, Electrical, Civil, Surveying, Geo-technical, Environmental and Landscape Architecture. The Owner will determine its team members and we will notify team leader of meetings, etc. The scope of work and contract documents to be considered for this project includes the following tasks:

#### SCOPE OF SERVICES:

##### Task 1, 2 & 3 – Architectural, MEP and Civil

Coordinate with Sumter County Officials and selected Owner's team to review proposed space needs. We will review the existing program to verify if it is current, and if it includes all users.

TASK 1 Civil Engineering and Survey Services		
Civil Engineering	Fee	Included
Survey Services	Fee	\$1,500
<b>Total Task 1</b>	<b>Total</b>	<b>\$1,500</b>

TASK 2 Construction Documents	
Schematic Design – Conceptual floor plans and establish scope of work	
Design Development – Floor plan with develop details, update project estimate to determine that the project is within project budget.	
Construction Documents – Prepare permit documents	
Bidding or Negotiation Activities – Prepare bid document, participate in pre-bid conference, evaluate proposals.	

The LEED Green Building Rating System is the nationally accepted benchmark for the design, construction, & operation of high performance green buildings.



Construction Contract Administration – To include but not limited to review: RFI's (Request for Information), shop drawings, submittals, change orders, supplemental instructions, field observations, certification of payment and project close-out	
<b>Task 2</b>	<b>Fee \$7,000</b>

<b>TASK 3</b>	<b>MEP</b>
Mechanical, Electrical, Plumbing & Fire Protection Professional Engineering Services	
<b>Task 3</b>	<b>Fee \$2,000</b>

<b>Reimbursables</b>	
Architectural, Engineering and Civil	\$500
<b>Total Reimbursables</b>	<b>Total Fee \$500</b>

<b>Summary</b>	
Task 1 – Civil Engineering and Survey Services	\$1,500
Task 2 – Construction Documents	\$7,000
Task 3 – MEP	\$2,000
Reimbursables	\$500
<b>Total</b>	<b>Total Fee \$11,000</b>

Attachments: The State of Florida, Department of Management Services Fee Guide Calculator. Thank you for your consideration.

Sincerely,



Joseph Rispoli, AIA, AR95439  
Architect, Senior Partner